



GOVERNOR'S EXECUTIVE ORDER N-29-20**
CORONAVIRUS COVID-19
AND SAN MATEO COUNTY HEALTH DIRECTIVE
FROM MARCH 17, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and recently extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Culture and Arts Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at twallace@sanbruno.ca.gov. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Culture and Arts Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Culture and Arts Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Tim Wallace, Community Services Superintendent, 48 hours prior to the meeting at (650) 616-7084 or by email at twallace@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

**CULTURE AND ARTS COMMISSION
MEETING AGENDA
Thursday, September 16, 2021 • 6:30 p.m.**

WELCOME TO OUR COMMISSION MEETING

**Zoom Meeting Details:
Please click this URL to join.
<https://sanbruno-ca-gov.zoom.us/j/87996277839>**

**Password:
507075**

**Or join by phone:
US: +1 669 900 9128
Meeting ID: 879 9627 7839**

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1. **CALL TO ORDER/ROLL CALL:** Chair Melissa Rohlfs, Vice Chair Pamela Madden, Pamela Gamble, Jeanne George, Janet Monaghan, Melodie Tobin.
 2. **PLEDGE OF ALLEGIANCE:**
 3. **REVIEW OF AGENDA:**
 4. **ACCEPTANCE OF THE MINUTES:** August 19, 2021
 5. **CONSENT CALENDAR:**
 6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
 7. **UNFINISHED BUSINESS:** None.
 8. **NEW BUSINESS:**
 - a. Discuss 2020/21 Annual Report to City Council
 - b. Recommend to City Council the Expenditure of an Amount not to Exceed \$2,600 to Sponsor a Community Services Department Dia de los Muertos Event
 9. **ITEMS FROM COMMISSION MEMBERS:**
 - a.
 10. **ITEMS FROM STAFF:**
 - a. Peninsula Art Museum to Present at October Meeting
 11. **ADJOURNMENT**

The next Regular Culture and Arts Commission Meeting will be held on Thursday, October 21, 2021 at 6:30 p.m.

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

Culture and Arts Commission August 19, 2021

1. **CALL TO ORDER/ROLL CALL:** **Commissioner Tobin** called the meeting of the Culture and Arts Commission to order at 6:38 p.m. Commissioners Present: Pamela Gamble, Jeanne George, Janet Monaghan, and Melodie Tobin. Absences: Chair Melissa Rohlfs and Vice Chair Pamela Madden. Staff Present: Mottola and Wallace
2. **PLEDGE OF ALLEGIANCE:** **Commissioner George** led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** Minutes from May 20, 2021. **MSC George/Monaghan.** Accepted 2-0-2 (recused due to absence).
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:**
 - a. Discuss Local Cultural or Arts Organizations to Present at Future Commissioner Meetings – **Superintendent Wallace** stated that two commissioners contacted him about organizations. **Chair Rohlfs** forwarded him information about the Skyline College Art Gallery, the Skyline College Art Program, the Recology Bay Area Artist in Residence Program, the Peninsula Art Museum, the County Poet Laureate, and the SFO Museum. **Commissioner George** forwarded Superintendent Wallace information about the Pacifica Murals Project. She explained that the mural is a work in progress. The location is a block north of the Taco Bell in Pacifica. She thought they could talk about how they were put in place and how they worked everything out with the City of Pacifica. **Superintendent Wallace** explained that the idea is to have a group a month speak to the Commission as part of the regular meeting. A calendar would be developed by staff. Staff will start contacting these groups. If there are any more suggestions, contact him. **Commissioner Tobin** thought it would be interesting to invite Culture and Arts Commissions from other cities such as Redwood City. **Commissioner Monaghan** asked if San Bruno has a historical society. **Superintendent Wallace** stated that San Bruno doesn't have a historical society, but the Library has a historical room as well as historical photos online.
8. **NEW BUSINESS:**
 - a. Holiday Window Art Contest – **Superintendent Wallace** stated that last winter there was the

house lighting contest. Since the traditional tree lighting at the Recreation Center won't be taking place due to the construction, Centennial Plaza will be the new location on San Mateo Avenue. The thought was to have groups or individual artists paint the windows of the downtown businesses. Commissioners could be the judges. Staff is recommending prizes and a subcommittee to work with staff. Commissioners discussed prizes and logistics, and suggested that pictures of the windows be shown on Cable 1 during the holidays. Staff from the Library and Recreation would work together. **Director Mottola** stated that staff wanted to bring a concept to the Commission that they could embrace. The sub-committee will be the advisors. Commissioners voted that they want to move forward with this event and allocate \$800. **MSC Gamble/George**. Accepted 4-0. Sub-committee will be Jeanne George and Janet Monaghan.

9. **ITEMS FROM COMMISSION MEMBERS:** None.

10. **ITEMS FROM STAFF:**

a. Judy Puccini Moment of Silence

11. **ADJOURNMENT:** With no other business to be conducted, **Commissioner Gamble** adjourned the meeting at 7:10 p.m.

DRAFT



DATE: September 16, 2021
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Discuss 2020/21 Annual Report to Council

BACKGROUND:

Every October the Commission presents its annual report to the City Council. The report includes the Commission's accomplishments over the past 12 months as well as its goals for the following 12 months. The Commission is scheduled to present its annual report to the City Council on Tuesday, October 26, 2021.

DISCUSSION:

Staff is seeking the input of Commissioners regarding the Commission's accomplishments during the past 12 months and its goals for the next 12 months. The Commission's accomplishments and goals will be included as part of the annual report to Council.

Since the Commission's last report to Council on October 27, 2020, the Commission has accomplished the following:

- Re-established Library Art Gallery Program
 - Recommended Providing Stipend to Program Artists
- Sponsored Library Winter Reading & the Arts Program, which included:
 - Three Art Talks with San Francisco Museum of Fine Arts
 - Art with Peopleologie: No Tech Toys
 - Art with Peopleologie: Paper Cutting
 - Fratello Marionettes Performance
 - Cascada de Flores Dance and Music of Mexico Performance
 - Dave Rocha Jazz Trio Performance
 - Collaborative Hearts Collage Art Project
- Provided Judges for Holiday Lighting Contest
- Sponsored Movies-in-the-Park
- Sponsored Dia de los Muertos Event

Over the next twelve months the Commission will:

- Sponsor Holiday Windows Art Contest
- Create Directory of San Bruno Cultural and Arts Organizations
- Continue Library Art Gallery Program

- Sponsor Movies in the Park
- Sponsor Shakespeare in the Park
- Sponsor Community Day in the Park Art Project

Based on discussions by the Commission in the past year indicating a desire for more culturally inclusive programming, and based on the availability of staff resources, Staff recommends the Commission support the following activities:

- Sponsor Dia de los Muertos Event
- Sponsor Chinese New Year Event
- Sponsor Black History Month Event

Staff will also share the PowerPoint slide deck that was shown during the October 2020 report to Council in order to recollect what topics were reported to Council at that time.

RECOMMENDATION:

Staff recommends that Commissioners provide feedback to staff regarding topics to be included as part of the Commission's report to Council.

In addition, Staff recommends the Commission select a Commissioner to make the presentation to Council.

FISCAL IMPACT:

None

ATTACHMENTS:

None



DATE: September 16, 2021
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Recommend to City Council the Expenditure of an Amount not to Exceed \$2,600 to Sponsor a Community Services Department Dia de los Muertos Event

BACKGROUND:

Dia de los Muertos, translated as “Day of the Dead” in English, is a Mexican holiday observed in many parts of the world, including the United States. The holiday involves family and friends gathering to remember their friends and family members who have died.

Staff has held a Dia de los Muertos program for many years in the Community Room of the Library. The event has included an ofrenda (altar), the decorating of sugar skulls, as well as other traditional activities. It has been a well attended activity, with typical attendance being around 50 people.

DISCUSSION:

This year Staff proposes to move the Dia de los Muertos program to the Senior Center. This is in part due to the fact that the Senior Center offers more space for social distancing and a superior ventilation system.

In addition to the components of the program mentioned above, Staff is proposing to include a band to play traditional Mexican music during the event. This will lend additional flavor and authenticity to the event.

RECOMMENDATION:

Staff recommends that the Commission recommend to the City Council the funding of up to \$2,600 from the City Art Fund to support this cultural event.

These funds will be used to hire the band and purchase necessary supplies such as refreshments, decorations, and items for the ofrenda.

FISCAL IMPACT:

Up to \$2,600.

ATTACHMENTS:

None